

## **REQUEST FOR APPLICATION TEMPLATE**

### **WEST AFRICAN AMBASSADORS FUND (WAAF)**

through the

### **USAID-FUNDED ACTION FOR WEST AFRICA REGION (AWARE II)**

Request for Applications (RFA) No. AWARE II-WAAF-001

Under

USAID Contract No. GHS-I-05-07-0006-00

## **I. PURPOSE**

The purpose of this Request for Applications (RFA) is to solicit applications (technical and cost application) for funding from prospective new partners to support implementation of the activities in country.

The AWARE II Project is a \$28M, a 3-year initiative, directed by USAID and implemented in collaboration with Ministry of Health and Partners in 21 West and Central African countries. The project seeks to bind cost-effective, high-impact interventions with the factors that enhance and sustain improved health through enabling policies, strong African Institutions and leveraged funds.

It is against this background that MSH, through the Action for West Africa Region (AWARE II), funded by the United States Agency for International Development (USAID) is seeking application from pre-selected partners to implement programs to address the challenge.

Pending the availability of funding, the AWARE II Project anticipates awarding one grant to fund applications submitted in response to this RFA. Applications may be submitted up to October 14, 2010. It is expected that this grant will be funded for a maximum amount of \$ 50,000 and the grant will be awarded for an initial period not to exceed 12 months. Only pre-selected local non-governmental organizations are eligible to submit applications. Please note that no fee is required in submission of these applications.

The issuance of this RFA does not constitute an award commitment on the part of AWARE II Project nor does it commit AWARE II Project to pay for costs incurred in the preparation and submission of an application. Further, AWARE II Project reserves the right to reject any or all applications submitted.

## **2. AWARE II OBJECTIVES AND APPROACHES**

The purpose of AWARE II is to design, coordinate, facilitate and provide high-quality technical support to a variety of public and private health entities in West Africa. The objective is to create a positive operating environment enabling countries to plan and implement selected high quality health service programs for people of the region.

AWARE II is developing, supporting, harmonizing and coordinating activities at the regional level, creating conditions whereby quality services will be effectively delivered on a large scale across the region. We work with and through West African partners and stakeholders to address constraints hindering the success of services and programs in the region; to facilitate the adoption of supportive policies; and to introduce and catalyze the scale-up of quality health services for the people. AWARE II is designing interventions that:

**Establish and implement a strategic vision and planning process:** Coordinate and involve the maximum number of West African stakeholders to provide a constructive forum for debate and consensus on the best approaches to address challenges of the region.

**Advocate for and make operational policy adoption, implementation and harmonization:** Break down barriers and facilitate a positive legal, regulatory, and operational framework to support service delivery.

**Replicate evidence-based best practices, approaches and programs:** Promote the adoption and adaptation of selected best-practices to continue to improve the effectiveness and efficiency of health programs. Support systems strengthening to make the operating structure technically and managerially sound and accountable.

**Strengthen West African institutional and civil society capacities and mobilize qualified professionals so they will serve as technical change agents** to increase the availability, accessibility, and quality of services.

**Marshall and monitor new funds from donors working in the region and encourage better use of existing resources:** Identify resources; advocate and market programs to potential donors; and conduct brokering between potential donors and recipients to scale up and implement cost-effective and efficient programs.

**Broker and foster collaborative and coordinated relationships:** Provide bold leadership for consensus, harmonization, and technical excellence in the design and implementation of policies, strategies and approaches for quality programs.

### 3. GRANT PROGRAM DESCRIPTION

#### 3.1 GRANT PROGRAM DESCRIPTION

USAID/WA funds supporting WAAF are PEPFAR HIV & AIDS & other RH/FP, MCH US funds, and are therefore subject to PEPFAR & other RH/FP, MCH US funds oversight and reporting requirements. In accordance with USAID accountability regulations and programming and reporting requirements, proposals must contribute materially to USAID strategic Objective for the region enounced above supporting fertility, maternal child h morbidity and mortality reduction approved by Congress. The USAID/WA strategic framework focuses on replicating “**best practices**” derived from successful programs in the region, advocacy for policy change, and capacity building for regional institutions and networks. Based on current needs in the West Africa region and available data on effectiveness of a range of HIV, RH/FP and MCH interventions, USAID/WA invites proposals for activities in the following technical areas for best practices replication or scaling up:

- (a) in care and support for persons living with HIV/AIDS

- (b) education and behavior change communication (BCC) to prevent new HIV infections particularly in the Most-At-Risk Population (MARF), and /or unintended pregnancy
- (c) promotion of correct and consistent condom use for dual protection, especially among vulnerable and high risk groups such as youth, the military, truckers, migratory populations and prostitutes,
- (d) HIV counseling & testing (CT), integrating education messages on Family Planning, and MCH
- (e) Awareness of the health and non health benefits of Health Timing and Spacing of Pregnancy (HTSP),
- (f) Integration of FP into ongoing maternal and/or child health activities such as pre-post partum care, well baby clinic, immunization, and others.
- (f) Community-Based Distribution (CBD) including injectables
- (h) MCH/BCC activities including promotion of family planning, antenatal care, safe delivery, post natal care, immunization, well baby clinics, nutrition; and water and sanitation, etc...

Given the major role of the Global Fund in supporting HIV interventions in USAID non-presence countries, implementers' partners are particularly encouraged to promote proposals for innovative short-term demonstration projects that could be absorbed and expanded by the larger Global Fund resources available in their countries.

### **3.2. GRANT INDICATORS**

All applications must include specific, detailed plan for monitoring and reporting for the programs performance (See Attachment A). Selected organizations will develop an overall Monitoring and Evaluation (M&E) system for tracking activities.

The AWARE II Project will evaluate progress by monitoring selected indicators and assessing these in relation to targeted program objectives, as listed in this RFA. Reporting on additional indicators may be required from time to time. Grantees will be required to submit monthly reports on indicators to AWARE II Project.

The proposed indicators for this grant are listed below:

- **HIV/AIDS Prevention**
  - Number of target population reached with individual and/or small level HIV prevention interventions that are based on evidence and/or meet the minimum standards required;
  - Percentage of women and men aged 15-49 who have more than one sexual partner in the last 12 months reporting the use of condoms during they last sexual intercourse;
  - Number of MARF reached with individual and/or small group level HIV prevention interventions that are based on evidence and/or meet the minimum standards required
- **Counseling and Testing (CT)**
  - Number of individuals who received testing and counseling (T&C) services for HIV and received their results
- **RH/FP**

- Number of people reached by key educational messages on healthy timing and spacing of pregnancy
- Number of people reached through community outreach that promote longer birth spacing through effective use of modern or traditional contraceptive method
- **MCH**
  - Number of pregnant women reached through community outreach activities who completed their 3 prenatal care visits
  - Number reached by educational messages through outreach activities
  - Number of lactating mothers using exclusive breast feeding as a result of the grantee outreach activities conducted
  - Number of mothers of 1-5 year old children reached through community outreach activities who demonstrate ability to correctly administer the Oral Rehydration Therapy (ORT) in case of diarrhea in children.

## 4. INSTRUCTIONS TO APPLICANTS

### 4.1. ELIGIBILITY

To be eligible for funding under this application, the organization must at a minimum meet the following criteria:

1. Legally registered organization in country – need to submit a copy of Registration
2. Must be a non-governmental organization (NGO). NGOs are one of the following:
  - a. foundations
  - b. faith-based organizations
  - c. private organizations affiliated with public academic institutions
  - d. community based organizations
  - e. professional associations
  - f. or consortiums of the above

### 4.2. GEOGRAPHIC FOCUS

The AWARE II Project is currently operating in 15 West African Countries and 6 Central African Countries. This RFA specifically targets implementing the grant activities specified above in Sierra Leone.

### 4.3. TWO TIERED REVIEW PROCESS

Applicants will participate in a two tiered review process as detailed below.

#### **Tier I: Proposal and Budget**

Applications will be reviewed against specific evaluation criteria listed in this RFA. Applicants will be informed about whether they have met the criteria or not.

#### **Tier II: Assessment of the Financial and Management Capacity of the Organization**

The Grants Manager/Financial Accountant from MSH will visit each selected organization for the financial and management capacity assessment. This assessment will determine if the organization is “responsible” before awarding a grant.

A favorable evaluation of the application, as described in Tier I of the review process, is not an indication that funding eventually will be awarded. Only complete applications that have been assessed for their financial and management capacity will be considered for funding (Tier II).

#### 4.4. STRUCTURE AND CONTENT OF APPLICATION

##### A. Submission Instructions:

Applications must be submitted in English/French, use **Times New Roman 11 font size**, and **cannot exceed 10 pages in length**.

All submissions must include the proposed project title and must be received no later than October 14, 2010. Applications may be sent electronically to the following address:  
[Bjalloh@usaid.gov](mailto:Bjalloh@usaid.gov)

Applicants may submit questions by email to [Bjalloh@usaid.gov](mailto:Bjalloh@usaid.gov). Please note that all communications need to include name of the organization, email (if applicable), and fax number.

##### B. Technical Application:

The following format should be followed in preparation of applications:

1. **Table of Contents:** List of all sections, associated page numbers and attachments
2. **Project Management Approach**
  - a. Staffing Plan: Show the individuals proposed for implementation of activities.
  - b. Key Personnel: Provide information on one key personnel position including short description of experience and capacity relevant to the project description, and an indication of level of effort s/he will be dedicating to the grant activities.
  - c. Management Plan: Describe how project activities will be managed and what management elements are in place. Specific management and administrative systems (e.g. human resources, logistics, finance and accounting) should be described.
  - d. Proposed Implementing Partners and Relationships: Briefly describe collaborative efforts you plan to undertake with other partners to implement grant activities.
3. **Technical Approach**
  - a. Problem statement: Give a brief description of the primary problem that your application will address.
  - b. Objectives: The objectives should correspond directly to the problem stated in your Problem Statement and should be concise. Objectives should be specific, measurable, appropriate, realistic and time-bound.
  - c. Strategy: Provide a fairly broad statement of your general approach to the problem.
  - d. Activities: Describe the major activities that will be carried out to reach the grant objectives.
  - e. Sustainability Plan: Provide brief outline on how the organization proposes to sustain its activities beyond the completion of the grant.
4. **Implementation Plan:** Provide timeframes and sequencing for implementing each activity.
5. **Monitoring and Evaluation Plan:** Describe how outcomes will be measured, how outcomes will contribute to results, how baseline information will be collected and how activities will be evaluated.
6. **Institutional Capacity Statement:** Describe your organization's capability and qualifications for implementing the grant. Present evidence to show why your organization is likely to succeed in implementing the grant. Submit contact information

of at least three (3) partners with whom applicants have worked in the past three (3) years in the implementation of a similar program.

7. **Annexes:**

- a. Organizational Chart
- b. Resume of Key Personnel
- c. Copy of Proof of Registration
- d. Other attachments as deemed relevant by the applicant

**B. Cost Application:**

The cost application should be provided as a separate document. This should detail all direct costs associated with the implementation of grant activities.

Please note that the budget should be in Leones. The budget should be submitted in MS Excel - see budget template Attachment B.

The following format should be followed in preparation of applications:

1. **Budget:** A detailed budget based on the technical application should include the following by line item:
  - a. **Salaries:** A separate line item for each proposed individual and identify each by name, position category and include level of effort.
  - b. **Fringe Benefits:** Detail all anticipated expenditures for fringe benefits required by local law (such as NIS) or by organization policies, including medical and life insurance costs, vacation and sick leave time.
  - c. **Consultants:** Detail by description of area of consultancy along with number of days and estimated daily rate for each different consultant.
  - d. **Travel and Transportation:** This item should include total domestic per diem (meals and incidental expenses and accommodations) and the total cost of any planned transportation (airfare, bus, train, etc.).
  - e. **Other Direct Costs:** Include fixed and variable costs associated with maintaining an office. Costs must be itemized by type of expenditure, such as rent, utilities, communication (including telephone, fax, postal, courier services and email), equipment maintenance, office supplies, bank fees, etc. All expenses should show a monthly cost. The portion of these costs allocated to this grant should be proportional to the size and support requirements of this grant in relation to the organization's total portfolio.
  - f. **Training/Workshops:** Include how many workshops, how many participants, how much per diem, how much local participant travel and other related costs.
  - g. **Equipment (under \$500/unit price):** Include the description, quantity and estimated unit price for any expendable equipment. Include justification for equipment and how it will support grant activities in the budget notes.
  - h. **Equipment (over \$500/unit price):** Include the description, quantity and estimated unit price for any expendable equipment. Include justification for equipment and how it will support grant activities in the budget notes.
2. **Budget notes:** Description of the costs included in the budget.
3. **Biographical Data Form:** Must be completed for the Key Personnel Position. See Attachment E for blank form.

4. **Certifications:** These certifications need to be signed and submitted with each organization's applications. (see Attachment C)

Please note the following are **unallowable costs** under this grant:

- International travel
- Any motor vehicles
- Pharmaceuticals
- Agricultural commodities
- Abortion equipment and services
- Fertilizer
- Luxury goods and gambling equipment
- Used equipment or government owned property
- Application preparation cost
- Any expenses related to purchases or activities which are illegal under Sierra Leone law or US law
- Indirect or overhead costs
- Contingency costs
- Fee/Profit

## 5. EVALUATION CRITERIA

Applications that are most responsive to this RFA will include the following elements:

- A commitment to reach significant numbers of individuals with services.
- West or Central African leadership and involvement.
- Clear linkages to the overarching strategies and policies of the host country government.
- Partnerships that link organizations or programs with complementary skills, capabilities and resources.

The following are the evaluation criteria against which all applications will be measured. A committee comprised of AWARE II Team staff will participate in the final selection.

### A. Project Management: 20 points

#### Staffing: 10 Points

- Qualified and experienced team to conduct activities.

#### Management Plan: 10 points

- Clear management roles and responsibilities and a structure that promotes efficiency.

### B. Technical Approach: 35 points

- Demonstrated understanding of how activities directly contribute to the objectives of this RFA.
- Demonstrated relevance of activities adapted to a quick start up
- Evidence that the proposed activities are supportive and consistent with the host government's policies.
- Feasible strategies for sustaining activities beyond USG funding.

### C. Implementation Plan: 10 points

- Inputs and outputs are realistic and achievable within proposed budget and timeframe, and reflect a grasp of necessary steps to ensure rapid, effective execution of program activities.

**D. Monitoring and Evaluation Plan: 10 points**

- Plan specifies appropriate and feasible methods for data collection, tracking, verification, analysis and reporting.

**E. Institutional Capacity: 25 points**

- Demonstrated experience in activity implementation, developing, tracking and analyzing performance indicators.
- Past performance shows successful implementation of related activities.

**Total = 100 points**

## 6. AWARD

Final negotiations and award will be made by MSH.

The grant will be a Fixed-Obligation Grant in which payment will be based on achievement of milestones.

### ACTIVITY REPORTING TEMPLATE

Organization Name:.....

Reporting period:.....

Objective: Indicator:					
Planned Activity	indicator	Period of achievement	Results	Description of the realized activity	Next steps
<i>Activity 1:</i>					
<i>Activity 2:</i>					
<i>Activity.3:</i>					

### ATTACHMENT A: BUDGET AND BUDGET NOTES TEMPLATE

### ATTACHMENT B: CERTIFICATIONS

### ATTACHMENT C: BIOGRAPHICAL DATA FORM